



Job Description
Program Assistant Classification
Support Services Building Maintenance Mechanic
\$25/Hr

One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

OUR VISION FOR THE ORGANIZATION

We believe in an organization that:

- Provides excellent customer service at all levels.
- Has a management team that leads by example, where strength of character, dedication, problem-solving and integrity count.
- Endorses continuous learning to assure employees have the skills to provide effective services and the training and education to prepare for career advancement opportunities.
- Fosters open and honest communication among all employees, across all departments and with the public.
- Is driven by clear objectives where strong performance is rewarded.
- Operates as one cohesive organization, not isolated departments, fostering collaborative interdepartmental partnerships with all employees for organizational and community problem-solving.
- Values all members of the organization and the community.

THE DEPARTMENT

The Operations Services Department is responsible for five main divisions: Utility Operations, Parks Maintenance, Sign Shop, Streets Maintenance and Support Services.

The Support Services Division is responsible for maintaining and improving the over 130 structures the City of Pleasanton operate on a daily basis.

The Position:

Employees in this position are assigned to various building maintenance related tasks, working alone or within a team. All phases of maintenance are carried out by the Support Services Division.

Typical duties include:

The Temporary worker will be doing a variety of duties including:

- Moving and assembling furniture.
- Painting interior and exterior spaces.
- Trouble shooting and repairing interior and exterior lighting, including High Pressure Sodium, Metal Halide, Fluorescent, LED, and other technologies.
- Installing and repairing electrical devices such as exit signs, exit lighting, and battery back-up systems.
- Repairing and maintaining suspended ceilings.
- Maintenance of downtown, including blowing, garbage pickup.
- Roof and gutter maintenance.
- Attending periodic safety meetings to share and learn safety information and procedures.
- Graffiti removal and abatement.
- Plumbing related activities including; fixture change out, water line repair, drain clearing, flush valve repair, and water heater service and replacement.
- Clean and maintain equipment.
- Basic carpentry.
- Floor covering repair and installation.
- Basic locksmith work.
- Pool maintenance and chemical balancing.

The Ideal Candidate:

Will possess a valid California driver's license and the knowledge of:

- Accepted trade practices and procedures at the journey level.
- Can lift a minimum of 50lbs, using proper lifting techniques.
- Basic math.
- Appropriately select and safely use hand and power tools.
- Interact effectively with the public.
- Work effectively and harmoniously as part of a crew or work alone without supervision.
- Assist in performing routine assembly and repair of equipment.

The Selection Process:

The qualifications of each applicant, as set forth in the employment application will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, natural origin, or age. Reasonable accommodations will be made for disabled applicants. Please advise the Human Resources Office, in advance, of any special needs.